How to Choose or Update the Way You Receive Your Pay

GO TO: Employee Self Service Home > Main Menu > Employee Self Service > My Pay Methods

1. Choose your payment method(s):

Direct Deposit(s)

- a. To add a new bank account for direct deposit, click Add Deposit Payment and enter bank account information.
- b. To update information for a current direct deposit account, click the pencil icon in the row in which the account appears.

New or changed bank accounts will be verified before initiating payroll deposits and you may receive a check until that happens.

Tip! Make sure you have the bank account number, routing number and bank name and address for any new account(s). You can find this information on a check for that account.

Check Payment(s)

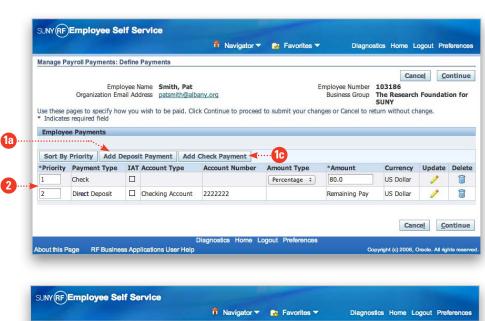
- c. To add a check payment, click Add Check Payment and enter the amount for that check.
- d. **To update the amount on an existing check**, click the pencil icon in the row in which the check appears.
- e. Click Apply.

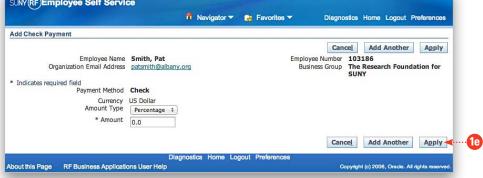
Check changes will take place immediately with the next payroll.

Tip! To delete a direct deposit or check, click the trash can icon on the row you wish to remove.

Continue adding or updating your pay methods as needed

2. Set your pay priorities by numbering each Payment Type in the left column on the Manage Payroll Payments screen. The Payment Type with "Remaining Pay" under Amount will always have the lowest priority.







How to Change the Way You Receive Your W-2

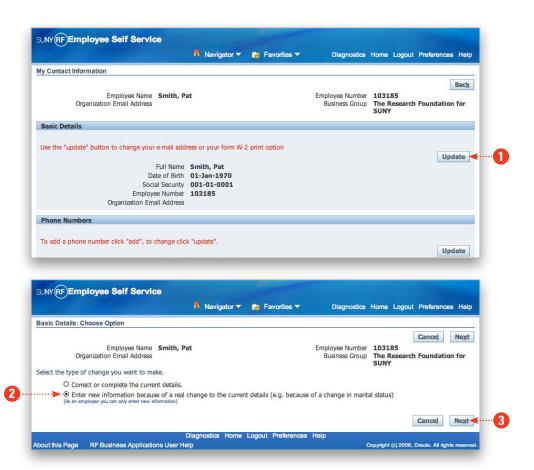
GO TO: Employee Self Service Home > Main Menu > Employee Self Service > My Contact Information

Tip! See How to Review Your W-2 Online on page 4.4.

1. In the Basic Details section, click **Update** on the far right.

- Select "Enter new information because of a real change to the current details (e.g. because of a change in marital status)."
 The first option, "Correct or complete the current details" is only available to Payroll administrators.
- 3. Click **Next**.
- 4. In the Other section, confirm your email address is accurate or update your email address.
- 5. Click **Next**.

Continues next page >>





How to Change the Way You Receive Your W-2 Continued

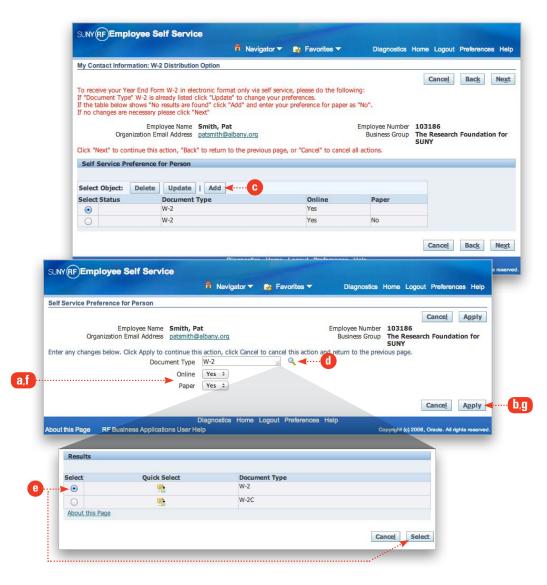
6. To choose an electronic or paper W-2, look in the Self Service Preference for Person box under Document Type.

If W-2 is listed there:

- a. Use the pull-down menus to change your Online and Paper preferences.
- b. Click Apply.

If you see "No results are found":

- c. Click Add.
- d. On the Self Service Preference for Person page, click the magnifying glass icon next to the Document Type field.
- e. On the Select and Search pop-up, select "W-2" and click **Select**.
- f. Use the pull-down menus to change your Online and Paper preferences.
- g. Click Apply.
- 7. Click **Next**.
- 8. On the My Contact Information page, verify that all the information is accurate, and then click **Submit**.
- If you do not click Submit, your changes will not be applied.
- 9. On the Confirmation page, click **Return to Overview** to go back to your Contact Information summary.



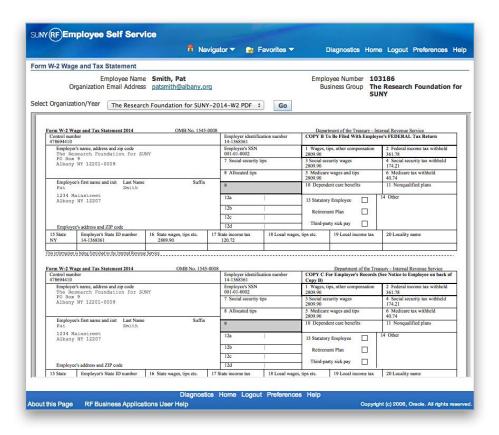


How to Review Your W-2 Online

GO TO: Employee Self Service Home > Main Menu > Employee Self Service > My W-2

Your current year's W-2 will be displayed. W-2's are available for seven years.

To choose a prior year's W-2, adjust the date using the drop-down box. Click **Go**.





How to Review Your Payslip Online

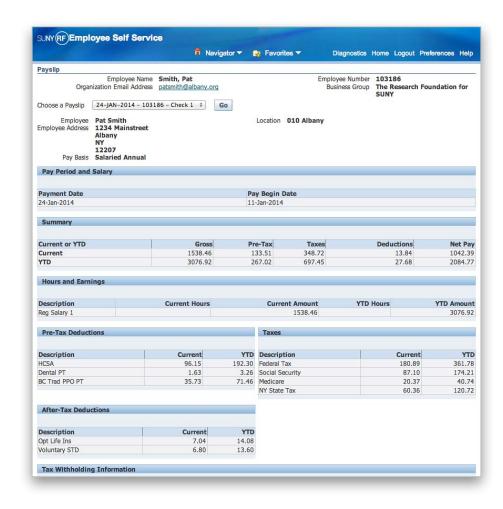
GO TO: Employee Self Service Home > Main Menu > Employee Self Service > My Payslip

Your most recent payslip will be displayed. Payslips are available for 18 months.

To choose a prior period's payslip:

- 1. Use the pull-down menu in the Choose a Payslip field.
- 2. Click Go.

Tip! You may print your payslip(s) using your browser's print function (if available).





How to Review and Update Your Federal and/or State Tax Withholding

GO TO: Employee Self Service Home > Main Menu > Employee Self Service > My Tax Form

To update your federal W-4 information:

- 1. Review your current information under Federal Information (Filing Status. Allowances, Additional Amount Withheld, Federal Income Tax Exemption (FIT Exempt)).
- 2. To make changes to your federal W-4 information, click **Update**.
- 3. On the Update Tax Form page, update your information as needed.
- 4. Click I Agree to the perjury statement and click Continue.
- 5. On the My Tax Form page, you will see a completed W-4 form. To submit your form, click **Submit**.

You will receive an email confirmation after you complete your changes. You may print the form or the email confirmation for your records, but you do not need to submit anything to your campus payroll office.

6. On the Confirmation page, click **Return to Overview** to return to the Tax Form page.

To update your state tax withholding information:

- 1. Click the document link under State Information.
- 2. Fill out the form online, print it, sign it and take it to your campus payroll office.

Effective Date of Changes

All changes will be effective with the payroll that follows receipt of your changes. If you change your withholdings in a way that does not allow the RF to meet its tax obligations, your changes will be overridden.

Tip! If you are a non-citizen of the United States, you should consult your campus payroll office or tax advisor before changing your withholdings.

